



CITY OF MONTEREY PARK
PERSONNEL BOARD
REGULAR MEETING
March 9, 2016 7:00 P.M.
CITY HALL COUNCIL CHAMBERS
320 WEST NEWMARK AVENUE
MONTEREY PARK, CALIFORNIA

AGENDA

In Compliance with the Americans with Disabilities Act (ADA), if you are a disabled person and need a disability related modification or accommodation to participate in this meeting, please contact Sandie Lee at (626) 307-1438 or Fax (626) 572-0183. Requests must be made as early as possible and at least one full business day before the start of the meeting. Staff reports, writing, or other materials related to an item on this Agenda which are distributed to the Personnel Board less than 72 hours before this scheduled meeting shall be available for public inspection in the City Clerk's office located at 320 West Newmark Ave., Monterey Park, CA 91754, during normal business hours.

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. AGENDA CHANGES OR ADOPTION**
- 5. APPROVAL OF MINUTES**
 - A. Request to Approve Minutes from the January 13, 2016 Board Meeting
- 6. PUBLIC COMMENTS:** This time is reserved for members of the public to address the Personnel Board relative to matters that are not on the agenda. No action may be taken on non-agenda items unless authorized by law.
- 7. NEW BUSINESS/STAFF REPORTS**
 - A. Extension of the Firefighter Eligibility List & the Fire Department Recruitment and Succession Plan
 - B. Vacancy and Recruitment Report
 - C. Personnel Board Applicant – Cecilia Perez Zucman Status
- 8. UNFINISHED BUSINESS**
 - A. None
- 9. ORAL AND WRITTEN COMMUNICATION**
- 10. PERSONNEL BOARD MATTERS:** This time is reserved for comments by Board Members and staff to identify matters for future Board business.
 - A. 2016 Personnel Board Attendance Record
- 11. ADJOURNMENT**



CITY OF MONTEREY PARK
PERSONNEL BOARD
REGULAR MEETING
January 13, 2016 - 7:00 P.M.
CITY HALL COUNCIL CHAMBERS
320 WEST NEWMARK AVENUE
MONTEREY PARK, CALIFORNIA

MINUTES

1. CALL TO ORDER

Chairperson Greg Verbeck called the meeting to order at 7:00 p.m.

2. FLAG SALUTE

The flag salute was led by Board Member Yoko Igawa.

3. ROLL CALL

Conducted by Director of Human Resources & Risk Management Tom Cody

In Attendance: Chairperson Greg Verbeck and Board Members Pauline Lemire, and Yoko Igawa

Absent: Frank Robles

Staff Present: Director of Human Resources Tom Cody and Human Resources Technician Lisa Ung

4. AGENDA CHANGES AND ADOPTION

Agenda adopted as submitted.

5. APPROVAL OF MINUTES

Minutes from the August 12, 2015 meeting were approved.

6. PUBLIC COMMENTS

None

7. NEW BUSINESS/STAFF REPORTS

- A. Resignation of Personnel Board Member Hernan Lacuesta – Chairperson Greg Verbeck and Director of Human Resources & Risk Management Tom Cody reached out to Hernan to see if there was anything they could do to help in the matter but due to his busy schedule, he has stepped down from his position. The Board accepted the change.

- B. Change in Senior Librarian Class Specification – Director Tom Cody presented the changes in the Senior Librarian Class Specifications with the City Librarian present to answer any questions. No questions were asked of the City Librarian and Board Member Pauline Lemire moved to update the class specifications for the Senior Librarian position as presented. Board member Yoko Igawa second. Ayes: Chairperson Greg Verbeck and Board Members Pauline Lemire and Yoko Igawa. Nays: None.
- C. Change in Secretary to the City Manager Class Specification – Director Tom Cody presented the changes in the Secretary to the City Manager Class Specifications. After a brief discussion, Board Member Yoko Igawa moved to accept the changes to the class specifications for the Secretary to the City Manager position. Board member Pauline Lemire second. Ayes: Chairperson Greg Verbeck and Board Members Pauline Lemire and Yoko Igawa. Nays: None.
- D. Vacancy and Recruitment Report – Director Tom Cody presented to the Board the City’s past, current, and future openings in the report, since the last Personnel Board meeting.
- E. Personnel Board Applicant Introduction: Cecilia Perez Zucman – Director Tom Cody presented Cecilia Perez Zucman to the Personnel Board as a potential Personnel Board Member. She presented her background and why she was interested in becoming a Personnel Board Member. Director Tom Cody will be presenting Personnel Board Applicant, Cecilia Perez Zucman to the City Council.

8. UNFINISHED BUSINESS

None

9. ORAL AND WRITTEN COMMUNICATION

- A. Board
None
- B. Staff
None

10. PERSONNEL BOARD MATTERS

None

11. ADJOURNMENT

The meeting was adjourned at 7:37 P.M.

ATTEST: _____

Tom Cody
Director of Human Resources and Risk Management



Personnel Board Staff Report

DATE: March 9, 2016

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Extension of the Firefighter Eligibility List & the Fire Department Recruitment and Succession Plan

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended extension of the Eligibility List for the position of Firefighter

EXECUTIVE SUMMARY:

The Firefighter recruitment was conducted last year and certified on April 28, 2015. This list is set to expire April 27, 2016. In anticipation of vacancies due to an upcoming Fire Engineer recruitment, Chief Haberle is requesting an extension of the current Eligibility List for six months. There are a number of qualified candidates on the Eligibility List who are currently in paramedic school and are expected to graduate in May and at the end of summer. These candidates are Monterey Park Reserve Firefighters and they're part of the Fire Department's Recruitment and Succession Plan that was launched last year and sponsored for paramedic school by the Fire Department.

BACKGROUND:

Under the direction and auspices of Fire Chief Haberle, the Fire Department has implemented a Recruitment and Succession Plan ("Plan") incorporating programs from the level of Fire Explorer to the position of Battalion Chief. The goals are to enhance recruitment and cost efficiency, minimize the length of vacant positions, encourage job readiness, promote recruitment from the local community, and provide youth mentorship. Major elements of this Plan include:

- Succession planning beginning from the level of Fire Explorer. The Fire Department has expanded recruitment to encourage local interest, promoting the program at local events, schools, and to the City's Lifeguards. Most of Monterey Park's Lifeguards are local residents and already physically fit and even skilled in CPR/AED use. Ten Lifeguards have called the Fire Department interested in the Explorer and Reserve Firefighter Program.

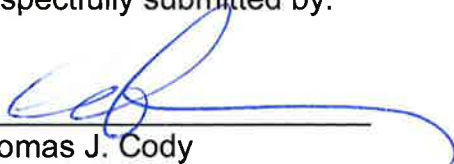
The Fire Explorer Program itself has been remodeled to include program participation and completion of a Taskbook in which Explorers must complete specified objectives and tasks to become eligible for sponsorship to the Fire Academy. In addition, the Department launched a summer internship pilot

program in which five Explorers were hired for a period of four weeks to provide an in-depth view of a career as a Firefighter and gain an opportunity to learn work and life skills. Existing Firefighters provided the Explorers mentorship on a daily basis during the four weeks.

- The Reserve Firefighter Program was remodeled to encourage Fire Explorers who have successfully completed the Fire Academy to become a Reserve Firefighter. Currently, one Fire Explorer successfully completed the Fire Academy this past December and is currently undergoing the background process to become a Reserve Firefighter. He intends to attend paramedic school and is a local resident and Mark Keppel graduate. In addition, we have another Fire Explorer who started the Fire Academy in January.
- Recruitment for the Firefighter position is drawn directly from the Reserve Firefighter cadre. Currently, five of Monterey Park's Reserve Firefighters are in paramedic school with an anticipated completion date in May 2016. One of the Reserve Firefighters is also a local resident and Mark Keppel graduate.

Currently, there are three vacancies for the position of Fire Engineer. Recruitment to fill these positions has commenced and testing is to be conducted within the next few weeks. There are several qualified in-house Firefighters and Firefighter Paramedics eligible to apply and therefore the Chief anticipates movement from the ranks of Firefighter resulting in vacant Firefighter positions. In keeping with the Fire Department's goals of the Recruitment and Succession Plan, it would be pertinent to allow the extension of the current Firefighter Eligibility List for six months.

Respectfully submitted by:



Thomas J. Cody
Director of Human Resources &
Risk Management

ATTACHMENT(S):

1. Firefighter Eligibility List

**CITY OF MONTEREY PARK
REPORT OF EXAMINATION**

EXAMINATION TITLE: FIREFIGHTER (MPK RESERVES)

Examination Date: **Written** NONE

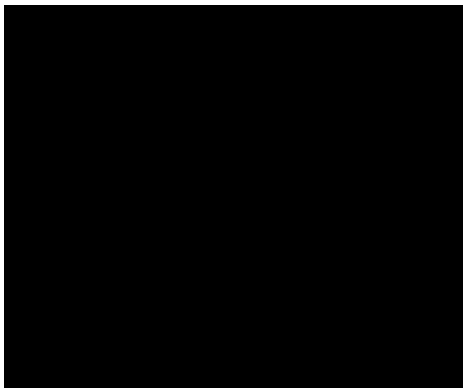
Biddle 03/20/15

Oral 04/28/15

IT IS HEREBY CERTIFIED THAT THE FOLLOWING LIST OF ELIGIBLES HAS BEEN ESTABLISHED IN CONFORMANCE WITH THE PERSONNEL ORDINANCE AND THE PERSONNEL RULES AND REGULATIONS OF THE CITY OF MONTEREY PARK.

Certified By: 
Director of Human Resources

Date: 4-28-15

Name	Eligibility Number	Biddle (P/F)	Oral (100%)	Promo/ (Vet Credit)	Final Average
KILBURN, CORY	1	P			
DIAZ, JAMES	2	P			
CHANG, JONATHAN (Nien-Tong)	3	P			
BAILEY, LANDYN	4	P			
MONTERO, PEDRO	5	P			
DENNICK, WILLIAM	6	P			
WEISSENBERGER, RALF	7	P			
GARCIA, DOMINIC	8	P			
OLIVAS, JEFFREY	9	P			
CHOWRUSMEEKUL, SHERMAN	10	P			

DID NOT PASS ORAL (Below 70%):

NONE

DID NOT APPEAR/WITHDREW ORAL:

NONE

DID NOT PASS BIDDLE (below – 9.38):

VELASQUEZ, JERSON

DID NOT APPEAR/WITHDREW BIDDLE:

NONE.

DID NOT MEET MINIMUM QUALIFICATIONS:

NONE

**Firefighter
Exam Report
Page 2**

Total Number of Applicants	: 11	PASS: 10
Number of Applicants Interviewed	: 10	FAIL: 0
Number Did not Appear /WD Interview:	0	
Number of Applicants Tested	: 11	PASS: 10
Number Did not Appear /WD Biddle	: 0	FAIL: 1
Did not Meet Minimum Qualifications	: 0	

VACANCY AND RECRUITMENT REPORT

Date of Report: March 2, 2016

Page 1

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
City Manager's Office							
Secretary to the City Manager Retired (1)	Open Promo	1/7/16 12/15/15	1/21/16 or first 50 apps 01/06/16	N/A	N/A	2/4/16-	Promoted Diana Wong.
City Clerk							
Minutes Clerk (Part-Time) Resigned (1)	Open	12/3/15	12/28/15 or first 50 apps	N/A	N/A	2/11/16	Hired Timothy Huynh (pending background).
Community & Economic Development							
Planning Intern (Part-Time) Resignation (1)							Pending recruitment 03/2016.
Senior Clerk Typist Promoted (1)	Open	2/24/16	3/16/16 or first 50 apps	TBD	N/A	TBD	Screening applications
Human Resources							
Senior Clerk Typist (Part-Time) Budgeted (1)							Pending recruitment 3/2016.
Library							
Librarian (Part-Time) Resignation	Open	1/21/16	Open until filled	N/A	N/A	3/7/16	10 candidates invited to Oral Board Interviews.
Literacy Program Administrator Terminated (1)							Pending recruitment 3/2016.
Senior Librarian Retired (1)	Open	12/07/15	1/25/16 — EXT 12/30/15	N/A	N/A	3/16/16	5 candidates invited to Oral Board Interviews.
Management Services							
Accountant (Part-Time) Resigned (1)	Open	1/6/16	Open until filled	N/A	N/A	2/10/16	Hired Christina Yuen (pending background).
Public Works							
Equipment Service Specialist (Part- Time) Budgeted (1)	Open	10/13/15	11/05/15 or first 50 apps	N/A	N/A	TBD	Screening applications.
Maintenance Worker (Part-Time) Resignation (3) Promoted (1)	Open	10/13/15	11/05/15 or first 50 apps	N/A	N/A	3/01/16	Sent cert list to department 3/2/16.
Park Maintenance Worker Retired (1) Terminated (1)	Open	12/1/15	12/23/15 or first 65 qualified	1/26/16	N/A	2/10/16	Promoted Johnny Tien & hired Peter Betancourt (pending background)
Principal Management Analyst							Pending recruitment.
Senior Maintenance Worker Budgeted (2)	Open	12/22/15	1/8/16	N/A	TBD	3/8/16	11 candidates invited to the Oral Board Interviews.
Recreation & Community Services							
Junior Lifeguard Lifeguard Senior Lifeguard	Open	2/22/16	Open until filled	TBD	TBD	TBD	Open 2/22/16. Open until filled.
Recreation Leader Budgeted	Open	1/6/16	Open until filled	N/A	N/A	3/16/16 4/2/16	68 candidates invited to Oral Board Interviews.

VACANCY AND RECRUITMENT REPORT

Date of Report: March 2, 2016

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
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PUBLIC SAFETY CONTINUOUS/SWORN RECRUITMENTS:

Police Department							
Communications Dispatcher Trainee/Lateral Resignations (2) Termination (1)	Open	2/3/16	Continuous	TBD	N/A	TBD	Open 2/3/16. Continuous.
Police Agent Promoted (1)	Promo	2/8/16	3/8/16	3/15/16	N/A	3/22/16	Open 2/8/16. Close 3/8/16.
Police Captain (1)	N/A	N/A	N/A	N/A	N/A	N/A	Frozen for 3 years (10/2011)
Police Clerk Retired (1)	Open	10/1/15	10/2/15	11/17/15	N/A	12/09/15	Sent cert list to the department 12/11/15.
Police Officer Lateral/Pre-Service Continuous	Open DTF	10/21/15	Continuous	2/27/16	2/27/16	TBD	1 candidate will be invited to Oral Board Interviews.
Police Officer Recruit Continuous	Open DTF	10/21/15	Continuous	2/27/16	2/27/16	TBD	Pending written scores.
Police Records Cadet (Part-Time) Promoted (1)	Open	10/1/15	10/30/15	N/A	N/A	12/02/2015	Sent cert list to the department 12/03/15.
Police Sergeant Retired (1)	Promo	11/12/15	12/23/15	1/13/16	N/A	1/20/16	Promoted Bob Hung.
Fire Department							
Fire Engineer Retired (1) Promoted (2)	Promo	02/09/2016	03/09/016	TBD		Open 2/9/16. Close 3/9/16.	

* Tentative Date
DTF = Difficult-to-Fill designation

2016 PERSONNEL BOARD ATTENDANCE

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Igawa	Yoko	P	NM										
Lemire	Pauline	P	NM										
Robles	Frank	A	NM										
Verbeck	Greg	P	NM										
Vacancy		--	--										

Legend	P	Present
	A	Absent
	NM	No Meeting